Fourth Year Project Managers' Meeting Minutes

David Headland

2004-05-20 11:00

Attendance

- Project managers.

- Project supervisors.

- T York.

Meeting progress

- Intention: to discuss the document sent out outlining the demonstration and any other issues teams have about the day.

- The plan is to have the informal part of the demonstration day in the morning; this time is open to anyone who wishes to come. In the afternoon the formal presentations will take place.

- Request was made to change this, to have the formal demonstration in the morning and informal in the afternoon, particularly considering the fragility of some of the teams' works, all four of the student teams voted for this change. Dr York will look into this.

- Location: MB B29 All teams must set up their demonstration area the day before, and be fully ready by 9:30 AM on the day of the demonstration. Penalties will be incurred for not being ready by 9:30 AM. It is recommended that project equipment, computers and any other piece of valuable equipment are not left in B29 overnight.

- All four demonstrations will be in B29, though for the formal afternoon session only the presenting team, their supervisors, industrial collaborators and markers will be present during their hour time slot. There is no restriction on the amount of space each team occupies though consideration for each other is requested.

- On 9 June 2004, B29 will be accessible from 12:00 PM and on the 10 June 2004 the room will be accessible from 8:00 AM, Dr York is going to sort this out.

- There are network ports in the room, so Internet access university server access is possible. May need to take an Internet connection from Eddie Welch's office, since there may only be one point in the room.

- Each team is responsible for organising all of their own equipment, and of particular importance is extension leads! It is recommended that each team carefully calculate how many connections they will need and provide them themselves.

- Each team must organise their own poster/back boards. They can be any size, shape and colour.

- Only one poster may be displayed by each team.

- Each team may use as many tables as they desire, the tables are those already in B29. Dr York will look into moving any additional tables from the room.

- During the formal demonstration the team is responsible for directing the spectators before, during and after their demo, and must be particularly mindful of optimising this throughout the demonstration.

- Before and after the formal demonstration equipment may be moved from B29 if it can be done smoothly and quickly. There will be a few minutes for this before and after the formal. The morning session is 9:30–1:30 and the afternoon session is 1:30–4:30. There is no formal break for lunch, and food is not provided.

- During the informal part of the demonstration there should be at least two members present at all times. It is advised that during the informal session, as markers circulate it is probably best to allow them to look around themselves and not disturb them, just answer any questions they may have.

- The formal session will be marked by six people and viewed by up to 12 people.

- Remember: it is not a power point presentation and the project must be *proved* to work, beyond reasonable doubt.

- Each team has been asked to compile a sheet of suggestions/project feedback, both good and bad to help improve the project for the next fourth year.

- Are the teams interested in organising a social event for that evening, if so, it is recommended that something is organised before the day.

- We are having the space alongside Eddie Welch's office, which has a network socket, mains socket and projector screen. Also, this space is the first space on entering the room, which works well for catching the attention of all the viewers.

- It has been recommended that spectators, for example, students be organised to visit, to increase interest in your display and demonstration to the markers.